


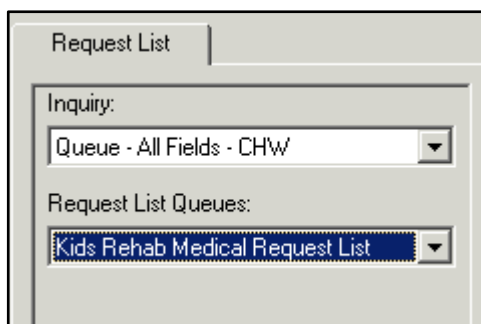
PM Scheduling - Request List

Rehab Appointment Request List

If the Referrals and Actions page in the Kids Rehab Triage forms are completed, appointment requests for patients will automatically be created in the appropriate scheduling request lists.

Viewing an Appointment on the Request List

- In Scheduling, click on the request list icon .
- On the left hand side of the new window there are 2 dropdown lists.
- From the **Inquiry** dropdown, select **Queue - All Fields - CHW**.
- From the **Request List Queues** dropdown, select the relevant Rehab request list. The choices are:
 - Kids Rehab Medical Request List.
 - Kids Rehab Clinical Psychology Request List.
 - Kids Rehab Neuropsychology Request List.



- Click **Find**.

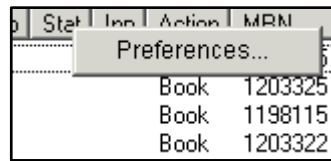
A list of appointment requests will be displayed. The list will display all appointment types for the various rehab clinics.

Action	MRN	Person Name	DOB	Sex	Priority Score	Earliest Date	Phone	Mobile Phone	Appointment Type	Date of Referral
Book	1203325	SKYWALKER, Luke	13/12/2006	M		06/12/2013 - 00:00			Rehab Brain Injury New OP	06/12/2013 - 00:00
Book	1203325	SKYWALKER, Luke	13/12/2006	M		06/12/2013 - 00:00			Rehab Cerebral Palsy F/U	06/12/2013 - 00:00
Book	1198115	TEST, Pathnet	10/10/2010	M		09/12/2013 - 00:00			Rehab Brain Injury F/U	09/12/2013 - 00:00
Book	1203322	TEST, Tina	12/12/2011	F		09/12/2013 - 00:00			Rehab Brain Injury New OP	29/11/2013 - 00:00
Book	1203326	SOLO, Han	15/08/2011	M		09/12/2013 - 00:00			Rehab Brain Injury New OP	18/11/2013 - 00:00
Book	1203327	STARK, Tony	14/12/2009	M		11/12/2013 - 00:00			Rehab Brain Injury New OP	11/12/2013 - 00:00
Book	1203317	TEST, Monique	18/12/2005	F		11/12/2013 - 00:00	0297891231	0412456456	Rehab Brain Injury New OP	03/12/2013 - 00:00
Book	1203317	TEST, Monique	18/12/2005	F	High Priority	11/12/2013 - 00:00	0297891231	0412456456	Rehab Cerebral Palsy F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Brain Injury New OP	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Limb Clinic New	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Spina Bifida New	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Spinal Cord Injury New	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Brain Injury F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Botox F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Cerebral Palsy F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Limb Clinic F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Spina Bifida F/U	03/12/2013 - 00:00
Book	900000	YK, Bug	25/12/1999	M		11/12/2013 - 00:00	98450000		Rehab Spinal Cord Injury F/U	03/12/2013 - 00:00
Book	1203328	RODGERS, Steve	29/07/2008	M	Lowest Priority	12/01/2015 - 12:00			Rehab Spina Bifida New	09/12/2013 - 00:00
Book	1203325	SKYWALKER, Luke	13/12/2006	M		13/12/2013 - 00:00			Rehab Brain Injury New OP	06/12/2013 - 00:00
Book	1154990	SALEH MOUSSA, Umar	27/05/2012	M		19/12/2013 - 00:00	0297074207	0414467520	Rehab Spinal Cord Injury New	19/12/2013 - 00:00
Book	1203320	BLUTH, Gob	20/08/2010	M		19/12/2013 - 00:00			Rehab Spina Bifida New	18/12/2013 - 00:00
Book	1203320	BLUTH, Gob	20/08/2010	M		19/12/2013 - 00:00			Rehab Spinal Cord Injury New	18/12/2013 - 00:00
Book	1203326	SOLO, Han	15/08/2011	M		15/01/2014 - 00:00			Rehab Cerebral Palsy New	18/11/2013 - 00:00
Book	1203326	SOLO, Han	15/08/2011	M		15/01/2014 - 00:00			Rehab Limb Clinic F/U	18/11/2013 - 00:00
Book	1203326	SOLO, Han	15/08/2011	M		15/01/2014 - 00:00			Rehab Spinal Cord Injury New	18/11/2013 - 00:00
Book	1154990	SALEH MOUSSA, Umar	27/05/2012	M		16/01/2014 - 00:00	0297074207	0414467520	Rehab Cerebral Palsy New	19/12/2013 - 00:00
Book	900001	YEAR, New	25/12/2005	M		16/01/2014 - 00:00	98450000		Rehab Limb Clinic New	14/01/2014 - 00:00

Tip: To find certain appointment types, it is possible to sort the list. Click on the column heading **Appointment Type** to sort by that column.

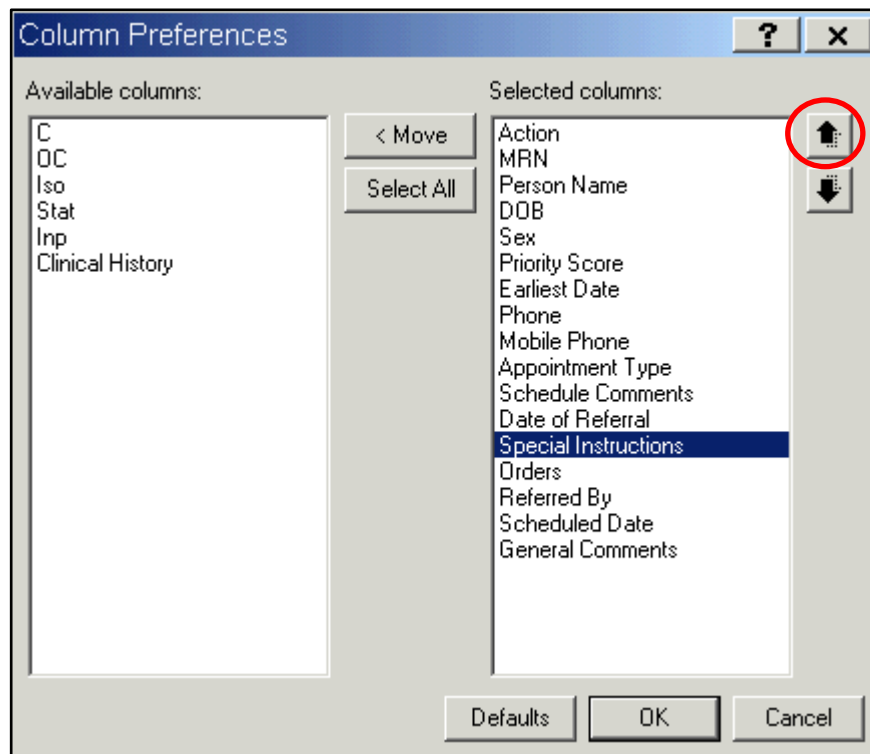
The columns in the request list can be arranged to better reflect the rehab workflow. To change the visible columns and their order:


- Right click on any one of the column headings and select **Preferences**.



Stat	Inp	Action	MRN
		Book	1203325
		Book	1198115
		Book	1203322

- The below window will allow you to select which columns are visible and in what order they should appear.



- The first 5 columns are not required and can be removed. **Special Instructions** has a lot of information from the request forms including booking timeframes, Dr name and address to allow the correct referring provider to be selected in the appointment, so you may want to move this up the list.
- To change a columns' position, highlight the required column and click on either of the arrows on the right.
- To remove a column, highlight the name and click on .
- Once you are happy with the visible columns and positions, click **OK**.

Scheduling a Patient from the Request List

Once you have found the patient you wish to schedule:

- Right click on the patient request in the request list.
- Select **Complete Request**.

Action	MRN	Person Name	DOB	Sex	Priority Score
Book	1203328	ROGERS, Steve	29/07/2008	M	Lowest Priority
Book	1203330	BLAIR, Linda	07/08/2007	F	
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	1203351	TEST, Labels			
Book	1203330	BLAIR, Linda			
Book	717461	BREWSTER, STEPHANIE			
Book	1203325	SKYWALKER, Luke			
Book	1203330	BLAIR, Linda			
Book	793140	PHAM, Liam Thomas			
Book	1203349	FITZY, Tony			
Book	1203349	FITZY, Tony			
Book	9999993	LOAD, Test 6			
Book	9999993	LOAD, Test 6			
Book	9999993	LOAD, Test 6			
Book	1203311	KUNGFU, Panda			
Book	1203326	SOLO, Han			
Book	1203330	BLAIR, Linda			
Book	1203330	BLAIR, Linda			
Book	1203317	TEST, Monique			
Book	1203317	TEST, Monique			
Book	1203330	BLAIR, Linda			
Book	1203330	BLAIR, Linda			
Book	1203326	SOLO, Han			
Book	1201540	SURASINGHA, Gayara Hansi			
Book	1203326	SOLO, Han			
Book	1203325	SKYWALKER, Luke			
Book	1203326	SOLO, Han			
Book	1203323	BLUTH, Michael			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			
Book	1203319	BLAH BLAH, Bob			

- You will be taken to the Appointment Book, with the patient appointment details in the **Work in Progress** area.
- Schedule the patient as usual.



Warning!

You may need to update the appointment with referral details (for Medicare billing). If any changes are made in the **Appointment** area, you will need to click **Move** to update the details in the Work In Progress area.

Books Appointment
Work in progress:

Rehab Cerebral Palsy Drs

«All Resources»

Referring Doctor/Provider

Referral Date: 07/01/2014

FITZY, Tony

- Rehab Cerebral Palsy New (Monday, 14/04/2014)
 - Current Schedule
 - Rehab Clin CAC
 - Rehab Cerebral Palsy Drs
 - Patient